

SAC MINUTES

TO: Simplified Acquisition Committee Members

FROM: Director, Division of Acquisition Programs,
Office of Logistics and Acquisition Operations (OLAO)

SUBJECT: SAC Meeting Minutes, April 17, 2002

Attendees:

John Best, OD/OLAO/ASRB
Brenda Briscoe, NIDCR
Stanley Canton, SBO
John Foley, NIAID
Debra Hawkins, NHLBI
Carol Hayden, OD/OLAO/DSSA
Syd Jones, CC
Sue Kaminski, OD/OLAO/DAP
Barbara Levy, OAMP
Andre Moody, OD/OLAO/DLS
Diana Mukitarian, SBO
Teresa Newman, NIGMS
Al Plyler, CC
Beverly Poe
Clifford Ross, CC
David Schneider, NHLBI
Barbara Schultz, OD/OLAO/ASRB
Pat Seidel, OD/OLAO/ASRB
Cole Stathes, OD/OLAO/SAPB
Laurie Weker, OD/OLAO/DAP

The minutes from the February 13th meeting were approved as read.

Laurie announced that two reverse auctions are planned for May 8th. The first will be a sole source reverse auction for animal feed, and the second auction is for animal feed and bedding.

GSA Programs and Schedules

Laurie introduced the first speaker for the meeting: Charito Glorioso from the General Services Administration (GSA). Ms. Glorioso supplied various handouts detailing services that GSA offers, as well as GSA's Schedules Program. She explained aspects of the Schedules Program, from Learning Objectives and Ordering Procedures to the effective use of the Schedules. She referenced several GSA websites for information and usage. The main GSA site is

www.gsa.gov. For information pertaining to GSA's schedules program go to www.fss.gsa.gov/schedules and to search for a particular contract, contractor, SIN# or schedule

number go to www.gsaelibrary.gsa.gov. On-line shopping thru GSA Advantage is found at www.gsaadvantage.gov.

GSA's FAC 2002 (Federal Acquisition Conference) is being held at the Washington D.C. Convention Center April 30th - May 1st. Information can be found at www.fac2002.com.

Purchase Card Program Update

Barbara Schultz gave the committee an update of the purchase card program. On average, there are requests for 31 additional cardholders per month. Every month 1900 cardholders use their purchase cards totaling \$20 million in invoices. She had graphs showing DELPRO versus Purchase Card transactions and dollars from 1995 through 2001. The data indicates that with the increased use of the purchase cards, the number of DELPRO orders has declined, but the dollar amount of the orders has remained constant. Barbara asked committee members to encourage the cardholders in their IC to use the BPA's. Also, cardholders should insist on receiving the BPA discounts when using the purchase card in lieu of a Record of Call. The purchase card cannot be used for Professional Service Orders (PSO). Convenience checks can only be used for blood draws and a one-time PSO.

Electronic Bid Board

Diana Mukitirian has offered the use of e-PIC as a tool for an electronic bid board on requirements $\geq \$10,000$ - $\leq \$25,000$ that are posted for 10 days in a public place. This would allow anyone within NIH and outside NIH to look at the list of requirements. The automation would be set-up so the posted requirements self delete after 10 days. This topic will be discussed further at future meetings.

Update - Simplified Acquisition Awards Program

There were 18 nominations received for the Outstanding Service Award in Purchasing for 2001. Sue Kaminski will be setting up a committee of 6 to evaluate the nominations. The award presentations will take place at the June 19th SAC meeting. The awardees will also be recognized at the 2003 Simplified Acquisition Symposium.

Update - Symposium Locations

John Best has been looking into various locations for the 2003 Simplified Acquisition Symposium: the 4H Center, Marriott in Greenbelt, etc. Suggestions were made to check out Galludet University, Towson University, University of Maryland and Montgomery College. John will update the committee at the June 19th SAC meeting. The projected date of the Symposium will be the 3rd week in May 2003.

The next meeting is scheduled for Wednesday, June 19, 2002, at 9:30 a.m. in Building 6001, Room "A1/A2".